Journal Entries and IDR's to be Submitted for Data Entry

Frequently Asked Questions (FAQ's)

Question:

What are the most common mistakes to avoid when submitting a Journal Entry to the Controller's Office?

Answer:

1) Batch Number Issues
    a. All journal entries require a Batch Reference ID
    b. The Batch Reference ID first digit number should be tied to the transaction code. TC 030 Receipts should start with a 3##, TC 040 Disbursements should start with a 4##, and for TC 060 Journal Entries use 6##.

2) Journal entries should be submitted to the Controller's Office in the following order:
    a. Batch Control Form
    b. Completed Journal Entry Form with approvals
    c. Backup supporting documentation (i.e. approvals, DMAS screenshots, etc.)

3) Sponsored account transactions (start with a 6) and submitted on FA11 (non-salary JE forms)
    a. FA11 JE forms should have prior approval from the Research Administration area
    b. Should also be submitted in this order: Batch Control form, FA11, backup documentation

Question:

Does the Controller's Office accept journal entries in the format of an email attachment or copies?

Answer:

In order to process a journal entry, the original journal document should be delivered to the Controller's Office. Copies are not accepted.

Question:

What about IDR (inter departmental requisitions) submitted to the Controller's Office?

Answer:

1) Only originals should be submitted
    a. Copies are not accepted for data entry
    b. Do not send the yellow or pink copies either

2) Approvals
    a. Sponsored (6) accounts require Office of Research Administration approval if for equipment ($2,500 or >)
    b. IDR's for any Sponsored (6) account $5,000 or > also require approval from the Office of Research Administration